

Number	Effective	Title	Owner
I-60	6-99	Membership in Professional Organizations	Director

1.1_ MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS

In the past, the procedure manual has specified professional organizations for which the department will pay membership dues. This was an effort to limit the cost to essential memberships.

As the department gets more involved in various programs and partnerships, it has become apparent that there is a need to become involved in other organizations not currently listed (see Forms section). The new procedures will be as follows:

The department will pay for agency membership in organizations if it is determined by the director or the director's designee the membership would be beneficial to the goals of the agency.

Requests for agency membership in an organization not on the attached list shall be made on Form # ADM 50.30 (see Forms section). If membership in an organization is determined to be of benefit to the department and state, the membership dues will be paid by IDPR. Approval must be obtained on Form # ADM 50.30 one month prior to committing department funds to join the organization.

2.1 INDIVIDUAL MEMBERSHIPS IN WORK-RELATED ORGANIZATIONS

IDPR encourages membership in work-related professional and civic organizations or associations for all IDPR employees. It broadens the scope of the employee's contacts and instills enthusiasm and awareness of people and individual audiences. However, individual employee membership in an organization would be at the expense of the employee.

3.1 REGISTRATION FEES/EXPENSES FOR CONFERENCES

Registration fees and expenses to attend work-related conferences will be determined on a case-by-case basis, depending on the participatory role the employee has in the conference, the benefit the department and employee may derive from attending the conference, the expense involved, etc.

Approval for **in-state** conferences shall be determined by the bureau chief. Approval for **out-of-state** conferences shall be determined by the director or designee.

EXECUTIVE ORDER NO. 88-112 stipulates that no state money shall be used to pay for any kind of professional, occupational, or trade license, certificate, permit, or occupational

registration for any state employee or officer; nor shall any state monies be used to pay for any kind of dues to any professional, occupational, or trade association in which membership is restricted to persons who are licensed, certified, or registered under Idaho law.

This policy does not preclude the state or state departments from paying dues to organizations relating to their responsibilities in state government.

Dues to professional and civic associations will be the responsibility of each individual employee. Registration fees may be paid by the department if the director determines the participation would be an asset to the department and facilitates the work performed on the job. Each request should be submitted to the director in writing and will be reviewed on a case-by-case basis.

4.1 IDAHO RECREATION AND PARK ASSOCIATION (IRPA)

The department will pay employee's expenses to the annual IRPA Conference as follows:

- 4.1.1 Officers of IRPA will have expenses paid.
- 4.1.2 Persons making presentations will have expenses paid.
- 4.1.3 Other employees may attend upon request and approval on department time, but at their own expense.

5.1 SOLICITATION

Groups wishing to approach employees to join organizations, purchase optional insurance, etc., are invited to do so during lunch breaks, before, or after working hours.

MEMBERSHIPS

AASLH -	(MASSACRE ROCKS)	75
American Falls Chamber of Commerce	(MASSACRE ROCKS)	40
American Hiking Society	(TRAILS)	25
Backpaker	(TRAILS)	18
Bat Conservation International	(HARRIMAN)	25
Cadence (Autocad)	(DEVELOPMENT)	30
Chamber of Commerce	(FARRAGUT)	20
Chamber of Commerce	(BEAR LAKE)	25
Club Wholesale	(AGENCY)	25
Coeur d'Alene Chamber of Commerce	(N.REGION)	76
Communication Concepts	(INFORMATION)	100
Craigmont Chamber of Commerce	(WINCHESTER)	20
Glenns Ferry Chamber of Commerce	(THREE ISLAND)	30
Gooding Chamber of Commerce	(MALAD GORGE)	30
HRFOCUS	(PERSONNEL)	52
Idaho Association of Counties	(AGENCY)	50
Idaho Association of Directors of Volunteer Association	(AGENCY)	10
Idaho Press Club	(INFORMATION)	20
Idaho Association of Museums	(HARRIMAN)	30
Idaho Recreation and Park Association	(AGENCY)	30
Idaho State Historical Society	(AGENCY)	15
Idaho State Snowmobile Association	(TRAILS)	25
International Ass'n Snowmobile Admn.	(TRAILS)	75
Kellogg Chamber of Commerce	(OLD MISSION)	62
Land Trust Exchange	(AGENCY)	30
Lewis and Clark Trail	(AGENCY)	42.50
Lewiston Chamber of Commerce	(HELLS GATE)	77.25
McCall Chamber of Commerce	(PONDEROSA)	175
Mountain Home Chamber of Commerce	(BRUNEAU)	50
NASORLO	(AGENCY)	750
NASPD	(AGENCY)	50
National Association Interpreters	(INTERPRETATION)	100
National Association of State Rec Plan	(SCORP)	15
National Association of State Boat Law	(BOATING)	300
North Idaho Central Travel Association		50
North West Rivers Council	(AGENCY)	25
NRPA Dues, 1990 Law Enforcement	(AGENCY)	50
NRPA Dues	(AGENCY)	660
NRPA Dues, BCM. NSPR	(AGENCY)	30
Oregon-California Trail Association	(AGENCY)	25
Orofino Chamber of Commerce	(DWORSHAK)	150
Priest Lake Chamber of Commerce	(PRIEST LAKE)	70
Rails to Trails Conservancy	(TRAILS)	25

Sandpoint Chamber of Commerce	(ROUND LAKE)	40
Sierra Club	(AGENCY)	35
SouthWest Idaho Travel Association	(SNAKE RIVER VIEW)	20
State Organization for Boating Association	(BOATING)	250
Trans Continental Trails	(TRAILS)	100
Trumpeter Swan Society	(HARRIMAN)	15
Volkssport	(MASSACRE)	50
Western State Boat Administration Association	(BOATING)	200
Women in Natural Resources	(AGENCY/OPERATIONS)	18